

Opening Date: January 18, 2019
Closing Date:
Work Location: Austin
Posting Number: 19-25
Monthly Salary: \$3,800 - \$4,200*
Group/Class: B19/2684
Travel %: 10%
Division/Department: WSI/RWPD/Team 3
Number of Positions: 1

***Salary commensurate with experience and qualifications**

JOB VACANCY NOTICE

Environmental Reviewer (Natural Resources Specialist III)

*Texas Water Development Board, Stephen F. Austin Building
1700 North Congress Ave., Room 670, Austin, Texas 78701
Please contact Human Resources for accommodation requests.
Phone: (512) 475-2142
Email: HR@twdb.texas.gov
Apply at: Work in Texas www.workintexas.com*

Veteran's Preference

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of AG – Aerographer's Mate, 1W0X1 – Weather, 790 – Marine Science Technician or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

Additional Military Crosswalk information can be accessed at
http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_NaturalResources.pdf.

Job Description Summary

Natural Resource Specialists in the Regional Water Project Development (RWPD) division of the Texas Water Development Board (TWDB) performs highly complex (senior-level), broad-based environmental reviews of TWDB-funded projects. As a member of RWPD, this position plays an essential role in advancing TWDB's mission of providing financial assistance for the conservation and responsible development of water for Texas. Projects financed by the TWDB range from small grants for small disadvantaged water systems to large-scale regional projects, including the largest water infrastructure project currently underway in the country. Each of these projects undergo an environmental review process to evaluate potential impacts and ensure those projects are environmentally sound and comply with local, state, and federal environmental regulations and TWDB administrative rules. This review process includes evaluating environmental reports and related documents, including coordination with federal and state regulatory agencies, and reviewing associated engineering reports, plans and specifications, and other project-related materials. Based on these reviews and coordination with regulatory agencies, RWPD environmental review staff make recommendations for conditions to help avoid, minimize, or mitigate potential impacts and prepare environmental determinations for projects. May train others. As part of a regional team, the environmental review staff of TWDB works closely with TWDB's engineering staff and others under limited supervision, with considerable latitude for the use of initiative and independent judgment. This position reports to the team manager of the Northeast team in RWPD.

Essential Job Functions

- Reviews project-related documents, including environmental assessments, archeological and biological survey reports, coordination with regulatory agencies, environmental information documents, Phase 1 Environmental Site Assessments, environmental findings issued by other agencies, and other project-related documents.
- Works closely with the regional teams, environmental review workgroup, and other staff to ensure consistency of review policies and procedures.

Female and minority applicants are encouraged to apply.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Candidates must be eligible to work in the United States without requiring sponsorship. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

HR-002 (Non-Supervisory)
Revised 6/21/2017



The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. www.twdb.texas.gov/jobs

TWDB participates in E-Verify! Information from each new employee's Form I-9 will be provided to the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) to confirm work authorization.

- Follows processes consistent with the National Environmental Policy Act (NEPA) and state-level environmental review requirements and reviews projects to ensure compliance with the Endangered Species Act, Clean Water Act, National Historic Preservation Act, and other state and federal regulations.
- Reviews project-related funding applications and engineering documents.
- Conducts archeological and environmental file and literature searches and data analyses.
- Prepares, amends, and adopts state and NEPA level environmental determinations.
- Provides guidance and professional advice to agency management on cultural resources management, waters of the United States, endangered species issues, floodplains, and other issues related to cultural or natural resources.
- Works closely with environmental and engineering consultants, as well as, local, state, and federal representatives throughout the course of each project.
- Provides guidance and recommendations to stakeholders, including potential financial assistance applicants and recipients on compliance with program requirements.
- Prepares written reports, memoranda, and correspondence.
- Represents the agency at assigned engagements, including meetings with state and federal agencies and representatives from other political subdivisions of the state.
- Maintains confidential and sensitive information.
- Ensures individual and team files (electronic and hard versions) are appropriately maintained and disposed of in a timely manner in accordance with the agency's records retention procedures and schedule.
- Maintains required certifications and licenses and meets the continuing education needs and requirements of the position, including attending mandatory training courses.
- Performs other duties as assigned.

Minimum Qualifications

- Graduation from an accredited four-year college or university with interdisciplinary course work in Natural Sciences, Archeology, Water Resources, Environmental Science, Geography, Geology, or Hydrology.
- Five years of relevant work experience in Natural Science or Archeology.
- Previous experience with writing, proofreading, and editing complex technical documents.
- Education and work experience can be substituted on a year-for-year basis.

Preferred Qualifications

- Graduate degree from an accredited college or university in Natural Sciences or Archeology.
- Two years of field experience and appropriate professional certifications or qualifications.

Knowledge, Skills, and Abilities (KSAs)

- Knowledge of local, state, and federal laws and regulations and the principles and practices of public administration.
- Knowledge of vegetation, wildlife, geology, soils, hydrology, and/or archeology of Texas.
- Knowledge of applicable state or federal environmental protection and historic preservation statutes, their implementing regulations, and related executive orders.
- Skills in using Microsoft Office programs, such as Word, Excel and PowerPoint.
- Skills in use of internet, email, word processing, spreadsheet, presentation, and geospatial software.
- Skills operating computers, software applications, and peripheral devices.
- Skills in effective facilitation of project development during negotiations with applicants, consultants, and state or federal regulatory agencies.
- Skills in preparing and maintaining accurate records, reports, documents, correspondence, and meeting deadlines.

Job Vacancy Notice (cont.)

Posting number 19-25

- Ability to understand and compose reports assessing significance of potential impacts to threatened or endangered species, critical habitat, waters of the United States, historic properties, or other natural or cultural resources.
- Ability to adhere to work schedules, follow procedures with respect to leave, and submit accurate timesheets by prescribed deadlines.
- Ability to make mature and objective decisions and identify areas of potential problems.
- Ability to perform effectively and willingly when changes occur in scope and nature of the work and work environment.
- Ability to perform routine and non-routine work assignments accurately and on time with little supervision.
- Ability to perform assigned duties and improve work habits and/or output, as needed.
- Ability to complete assigned work on time and neatly, with infrequent errors.
- Ability to interpret rules, regulations, policies, and procedures.
- Ability to provide prompt, courteous, and accurate assistance and clear and concise communication to internal and external stakeholders, both verbally and in writing.
- Ability to work and cooperate with others in a team environment.
- Ability to manage multiple tasks and schedule work in order to maintain regular progress on assignments and meet deadlines.
- Ability to stand/sit/move with no physical limitations or aids to perform activities such as retrieve/replace files weighing up to 30 pounds.
- Ability and willingness to travel 10 percent of the time, primarily within the State of Texas.
- Ability to operate a vehicle (state or personal) for state business and maintain a driver's license and driving record that complies with state and agency requirements.
- Ability to work days that may exceed 8 hours, including early mornings, nights, and weekends.
- Ability to train others.
- Ability to be self-motivated and to work under general direction with latitude for use of independent judgment.

Remarks

- Copy of required academic transcripts and/or licensures and driving record must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.